



Virginia Department of Corrections

Inmate Management and Programs

Operating Procedure 801.6

Inmate and CCAP Probationer/Parolee Services

Authority:

Directive 801, *Facility Administration*

Effective Date: July 1, 2025

Amended:

Supersedes:

Operating Procedure 801.6, January 1, 2022

Access: Restricted Public Inmate

ACA/PREA Standards:

5-ACI-1B-18, 5-ACI-1B-19, 5-ACI-2E-12, 5-ACI-4A-17, 5-ACI-4A-23, 5-ACI-4B-17, 5-ACI-4B-23, 5-ACI-5D-10, 5-ACI-5D-11, 5-ACI-5D-12, 5-ACI-5D-14, 5-ACI-5D-15, 5-ACI-6A-44, 5-ACI-7E-01, 5-ACI-7E-02, 5-ACI-7E-03, 5-ACI-7E-04, 5-ACI-7E-05, 5-ACI-7E-06, 5-ACI-7E-07; 4-ACRS-4B-01, 4-ACRS-4B-02, 4-ACRS-7D-29, 4-ACRS-3c-01; 2-CO-1B-12, 2-CO-1B-13, 2-CO-3C-01, 2-CO-4D-01, 2-CO-5F-01; §115.51, §115.61, §115.251, §115.261

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Commissary Products Review Committee - A panel of representative Department of Corrections employees who serve in an advisory and decision making capacity regarding items to be sold in the facility commissary as it relates to, and impacts on, security and legitimate penological interests of the DOC.

Community Corrections Alternative Program (CCAP) - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.*

Faith Review Committee - A panel of representative Department of Corrections staff who serve in an advisory and decision making capacity regarding religious accommodations as it relates to, and impacts on, security and legitimate penological interests of the DOC.

General Interest - Materials that are not subject-specific, are of general interest, or are broadly multidisciplinary.

Health Authority - The Health Administrator responsible for the provision of health care services at a facility or system of institutions. The responsible Physician may be the Health Authority.

Health Care Practitioner - A Clinician trained to diagnose and treat patients, such as Physician, Psychiatrist, Dentist, Optometrist, Nurse Practitioner, Physician Assistant, and Psychologist.

Implementation Memorandum - Instructions or protocol developed by an Organizational Unit if needed to provide additional information to a Department level operating procedure to guide operations of that unit

Indigent Inmate and CCAP Probationer/Parolee - An inmate or CCAP probationer/parolee who during the previous month had less than \$5.00 in their trust account for discretionary spending and had no job or other source of income that provided as much as \$5.00, or an inmate or CCAP probationer/parolee newly received into a facility with no available funds and no hygiene items. An inmate's access to facility Court appointed attorneys or local magistrates are excluded from this definition.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Institution - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

Prison Rape Elimination Act (PREA) - Federal law, 34 U.S.C. Chapter 303, *Prison Rape Elimination*, and regulatory standards, 28 CFR Part 115, *Prison Rape Elimination Act National Standards*, proscribing background checks, training, reporting, and response requirements designed to eliminate sexual abuse and sexual harassment of inmates and CCAP probationers/parolees.

Probationer/Parolee - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

Restorative Housing Unit - A general term for special purpose bed assignments including restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

***Alt-GP Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population for inmates making an informed voluntary request for placement and inmates assigned to the restorative housing unit for their own protection.

***RHU-Restorative Housing (RHU) Status** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for inmates requesting placement with informed voluntary consent, inmates needing confinement for their own protection, when there is a need to prevent imminent threat of physical harm to the inmate or another person, or the inmate's behavior threatens the orderly operation of the facility.

***RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2) Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population.



PURPOSE

This operating procedure establishes guidelines on the provision of laundry, barbering, hair care, commissary, and library services to inmates and CCAP probationers/parolees, provides access to information on indigent and sexual abuse and sexual harassment services, and ensures human living conditions in Department of Corrections (DOC) facilities.

PROCEDURE

- I. Facility Requests (2-CO-3C-01)
 - A. Employees must provide inmates and CCAP probationers/parolees with information on the services available at the facility and the process for an inmate or CCAP probationer/parolee to access these services. An employee should provide this information during orientation and in writing through the *Orientation Manual or Packet* at institutions or other written materials at CCAP facilities.
 - B. Inmates and CCAP probationers/parolees should use the *Facility Request* 801_F3 to communicate with employees and request or provide information, resolve issues, and request access to facility services and activities.
 - C. The Facility Unit Head or designee will address other facility services not addressed in this operating procedure, in inmate or CCAP probationer/parolee orientation, and by implementation memorandum to this operating procedure.
- II. Laundry Services
 - A. Facility Unit Heads must ensure that adequate laundry services are available to all inmates or CCAP probationers/parolees assigned to the facility. (4-ACRS-4B-02)
 - B. Employees will post a schedule for laundry services in each housing unit, or an employee will include this information in the institution *Orientation Manual or Packet* or other written materials at CCAP facilities.
 - C. Facility laundry services must provide inmates or CCAP probationers/parolees with access to the following:
 1. Three complete sets of clean clothing per week. (5-ACI-5D-10; 4-ACRS-4B-02)
 - a. The Facility Unit Head or designee may provide inmate and CCAP probationer/parolee access through use of central laundry services and clothing exchange, self-serve washing machines, or a combination of the two.
 - b. Inmate and CCAP probationer/parolee use of washbasins in cells or rooms is not compliant.
 2. Clean towels, clothes, sheets, and pillowcases at least once per week. (5-ACI-5D-12; 2-CO-4D-01)
 3. Coat cleaning or exchange and, at a minimum, access to quarterly blanket cleaning or exchange. (5-ACI-5D-12; 2-CO-4D-01)
 - a. Employees must provide a schedule for coat and blanket cleaning or exchange:
 - b. in each housing unit;
 - c. in the institution *Orientation Manual or Packet*; or
 - d. in other written materials easily accessible at CCAP facilities.
 - D. Employees must ensure that inmate and CCAP probationer/parolee personal clothing is thoroughly cleaned. When necessary, personal clothing is disinfected before storage or prior to permitting the inmate or CCAP probationer/parolee to keep and wear the personal clothing. (5-ACI-5D-11)
 - E. The Facility Unit Head may provide washers and dryers, purchased with commissary profits for inmates and CCAP probationers/parolees to launder their personal clothing.



- F. Inmates in a Restorative Housing Unit will receive laundry and will be issued and provided access to the exchange of clothing, bedding, and linen on the same basis as inmates in the general population. The Shift Commander may make an exception when found necessary and must document and justify this exception in writing; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (5-ACI-4A-17, 5-ACI-4B-17)

III. Barbering and Hair Care Services

- A. The Facility Unit Head or designee at each facility must ensure that all inmates and CCAP probationers/parolees have sufficient access to adequate barbering and hair care services that are compliant with DOC requirements and health regulations; see Operating Procedure 864.1, *Inmate and CCAP Probationer/Parolee Grooming and Hygiene*. (5-ACI-5D-14, 5-ACI-5D-15; 2-CO-4D-01)
1. Inmates and CCAP probationers/parolees with inflamed or infectious conditions of the scalp, face, or neck will not be allowed to access barbering and hair services.
 2. All equipment must be cleaned thoroughly with the currently approved disinfectant after each use and prior to storage.
 3. The area used for the provision of barbering and hair care services must be kept clean.
 4. All instruments must be properly stored when not in use.
 5. All barber equipment must be properly stored and accounted for at the end of the day.
- B. The institution *Orientation Manual or Packet* or other written materials at CCAP facilities must include information on the frequency of services and instructions on how an inmate or CCAP probationer/parolee can request barber and hair care services.
- C. Employees must post a schedule for barber and hair care services in each housing unit or employees must include this information in the institution *Orientation Manual or Packet* or other written materials at CCAP facilities.
- D. Inmates in a Restorative Housing Unit will receive barber and hair care services on the same basis as inmates in the general population. The Shift Commander only, may make an exception when found necessary and must document and justify this exception in writing; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (5-ACI-4A-17, 5-ACI-4B-17)

IV. Commissary Services

- A. The Facility Unit Head or designee will ensure that all inmates or CCAP probationers/parolees have access to commissary services to purchase approved items that are not furnished by the facility. (5-ACI-1B-18, 5-ACI-2E-12; 2-CO-1B-12)
1. The Commissary Products Review Committee must approve all inmate, and CCAP probationer/parolee personal property items made available for sale through the commissary contract vendor.
 2. The commissary contract vendor is responsible for procuring all inmate and CCAP probationer/parolee approved personal property items except for publications; see Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*.
 3. The Facility Unit Head or designee will select property items from the commissary contract vendor that are appropriate for the facility population and facility mission to be made available for sale in the facility commissary.
 4. Inmate and CCAP Probationer/Parolee Spend Limits
 - a. An inmate's weekly spend limit to purchase consumable items from the commissary is based on their security level and, when applicable, the inmate's housing status; see Operating Procedure 801.4, *Privileges by Security Level*.



- b. A CCAP probationer's/parolee's spend limit will be in accordance with Operating Procedure 940.4, *Community Corrections Alternative Program*.
- B. The commissary contract vendor must make personal property items that are not regularly stocked by the vendor such as approved religious items and unique sizes for inmate and CCAP probationer/parolee clothing available for purchase through a special ordering process.
1. Inmates and CCAP probationers/parolees can request an item that is not regularly stocked by completing and submitting a *Commissary Special Order* 801_F6 for submission to the Facility Unit Head or designee, Assistant Facility Unit Head, Chief of Security, or Chief of Housing and Programs, for review and approval or disapproval.
 - a. All religious items requested through the special ordering process must be authorized for the inmate's or CCAP probationer's/parolee's possession in accordance with the *Approved Religious Items* attachment to Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
 - i. The Facility Unit Head or designee must not permit an inmate or CCAP probationer/parolee to purchase a religious item that is not authorized on the *Approved Religious Items* attachment.
 - ii. The inmate or CCAP probationer/parolee must first request that the Faith Review Committee review and approve any religious item not already approved for sale through the facility commissary in accordance with Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
 - b. All personal property items requested through the special ordering process must be authorized for the inmate's or CCAP probationer's/parolee's possession in accordance with the property matrices attached to Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property* and as shown below:
 - i. Attachment 2, *Institutional Property Matrix - Males*
 - ii. Attachment 3, *Institutional Property Matrix - Females*
 - iii. Attachment 4, *Community Corrections Alternative Programs Property Matrix - Males*
 - iv. Attachment 5, *Community Corrections Alternative Programs Property Matrix - Females*
 - c. All arts and crafts items requested through the special ordering process must be authorized for the inmate's or CCAP probationer's/parolee's possession in accordance with the *Approved Arts and Crafts Items* attachment to Operating Procedure 841.6, *Recreation Programs*
 2. The Facility Unit Head or designee must review the inmate's or CCAP probationer's/parolee's request to determine if the inmate or CCAP probationer is allowed to purchase the requested item through the special ordering process and must document their decision on the *Commissary Special Order* 801_F6.
 - a. The Facility Unit Head must consult with the facility Medical Department prior to approving a *Commissary Special Order* 801_F6 for a property item requested by an inmate or CCAP probationer/parolee as a medical accommodation.
 - b. The special ordering process does not apply to items that a Health Care Practitioner determines to be medically necessary; the Health Care Practitioner will order these property items through a separate process.
 - c. Property items approved for purchase as a medical accommodation should match as closely as possible to the color and appearance of items regularly sold in the Commissary.
 3. Once the commissary contract vendor has sourced the property item, the commissary manager will provide the requesting inmate or CCAP probationer/parolee with a description of the item and the purchase price.
 - a. The inmate or CCAP probationer/parolee must agree to purchase the item at the cost provided and must document their agreement on the *Commissary Special Order* 801_F6.
 - b. The employee will forward the completed original *Commissary Special Order* 801_F6 to the Business Office.

c. The employee must provide a copy of the *Commissary Special Order 801_F6* to the Personal Property Officer who will review the items to ensure compliance with the facility security restrictions and will issue approved items to the inmate or CCAP probationer/parolee; see Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*.

4. Inmates and CCAP probationers/parolees may not select the specific item purchased; items designed to serve the same general purpose regardless of quality or other personal preferences are considered the same item.

C. Personal Hygiene (5-ACI-5D-14; 4-ACRS-4B-01; 2-CO-4D-01)

1. Inmates and CCAP probationers/parolees may purchase essential items for maintaining proper hygiene, i.e. soap, shampoo, comb, toilet paper, toothbrush, toothpaste, denture cleaner and adhesives, and shaving supplies from the commissary.

2. When an inmate or CCAP probationer/parolee transfers to another facility, employees at the receiving facility must provide inmates and CCAP probationers/parolees with access to indigent services until the inmate or CCAP probationer/parolee receives their funds or their personal property from their previous facility. (5-ACI-5D-14; 4-ACRS-7D-31)

3. If an indigent inmate or CCAP probationer/parolee has no personal hygiene items in their possession and cannot make a commissary purchase, employees must provide the inmate or CCAP probationer/parolee with essential hygiene items.

D. The Facility Unit Head and the Health Authority will jointly approve all over-the counter medications sold through the Commissary. (5-ACI-6A-44)

E. Commissary Funds (4-ACRS-7D-29; 2-CO-1B-13)

1. Commissary operations are strictly controlled using standard accounting procedures. (5-ACI-1B-18)

2. Headquarters Financial Reporting Unit employees will audit each facility's commissary funds using standard accounting procedures. The Facility Unit Head or designee must publicly post the current *Commissary Balance Sheet*, for inmate and CCAP probationer/parolee viewing; see Operating Procedure 802.2, *Inmate and CCAP Probationer/Parolee Finances*. (5-ACI-1B-19)

3. The Facility Unit Head or designee must use commissary profits for inmate and CCAP probationer/parolee benefit in accordance with Operating Procedure 802.2, *Inmate and CCAP Probationer/Parolee Finances*.

V. Library Services (2-CO-5F-01)

A. Each facility must maintain or provide access to comprehensive library services that include, but are not limited to the following: (5-ACI-7E-01)

1. A reference collection containing general and specialized materials

2. A planned and continuous acquisition of materials to meet the needs of facility employees and inmates or CCAP probationers/parolees.

B. Each facility must include information on how to access library services in the institution's *Orientation Manual or Packet* or other written materials at CCAP facilities.

1. Library services must be available daily, including evenings and weekends as appropriate to the facility mission. (5-ACI-7E-06)

2. Employees must provide inmates in a Restorative Housing Unit and other housing statuses access to reading materials when physical access to a library to check out reading materials is not feasible. (5-ACI-4A-23, 5-ACI-4B-23)

C. Each facility must have a qualified employee to serve as the librarian responsible for coordinating and supervising library services for the facility. (5-ACI-7E-02)



- D. An employee with a Master of Library Science, information resources, media services, or related degree will be available to the librarian to assist with coordinating and supervising library services and training for all library employees. (5-ACI-7E-03)
- E. As appropriate to the facility mission, the librarian will select, train, and use inmates and CCAP probationers/parolees as library assistants. (5-ACI-7E-07)
- F. Materials selected for the facility library should meet the following principles, purposes, and criteria: (5-ACI-7E-04)
1. All library materials must comply with the *Specific Criteria for Publication Disapproval* section of Operating Procedure 803.2, *Publications, Commercially Distributed Photographs, and Media Files*.
 2. Reference materials should address general interest as well as any technical skills taught or utilized in the facility.
 3. Reading materials should be of interest to the inmate or CCAP probationer/parolee population while being appropriate to the correctional setting.
 4. There should be a balanced selection of non-fiction and fiction reading materials.
 5. Materials should be available for inmates and CCAP probationers/parolees with various levels of reading skills.
 6. Appropriate periodicals on current events should be available for the inmate and CCAP probationer/parolee population.
 7. Non-book media should be available consistent with the facility mission and population.
- G. The librarian should:
1. Consult with education and treatment employees for suggestions on materials to add to the library collection.
 2. Review usage of library materials as an indicator of inmate and CCAP probationer/parolee interest for guidance in selecting new acquisitions.
 3. Consider inmate and CCAP probationer/parolee suggestions for materials to add to the library collection.
- H. Employees must search all library reading materials for contraband and screen all incoming library reading materials for compliance with the *Specific Criteria for Publication Disapproval* section of Operating Procedure 803.2, *Publications, Commercially Distributed Photographs, and Media Files*, before placement in the library.
- I. The Facility Unit Head or designee may accept donated reading materials that fit the selection criteria, and in the librarian's judgment, are materials of value to the facility library or educational programs.
1. The librarian, after consulting with the Facility Unit Head or designee, will examine, select, and accept donations in accordance with Operating Procedure 220.1, *Gifts and Donations*.
 - a. The librarian must refuse any donation that is inconsistent with the selection criteria and accepted library practice.
 - b. The librarian must avoid "doorstep" donations and the acceptance of whole donations, unless most of the donation is of value.
 2. The librarian must not assign a monetary value, in part or in whole, to any donation.
 - a. If it appears that the donation is of significant value, and the donor insists on the assignment of a monetary figure to the donation, the librarian must advise the donor to seek antiquarian or book dealer appraisal.
 - b. A letter thanking the donor and noting the whole quantity of a donation, without assigning a monetary value, will serve as a substitute for an appraisal when the donor opts not to have the

- donation appraised.
3. The librarian must only accept donations made without conditions for acceptance. Donations may be destroyed at the librarian's discretion.
 - a. The donor must release all claims to the donated material.
 - i. Employees, citizens, and inmates or CCAP probationers/parolees donating over twelve items will be required to sign a dated statement releasing all claims to the material before the material can be accepted.
 - ii. The statement must include a brief description of the material donated. The description of the material may be worded as "50 paperbacks, 50 hardbacks, or 50 periodicals".
 - b. The librarian must file all donation records separately under "Donations".
 4. Donations added to the library collection must follow the same record-keeping documentation as other material in the collection.
- J. The library participates in interlibrary loan programs. (5-ACI-7E-05)
1. The librarian will identify the loaning libraries through professional publication and will use the standard *Interlibrary Loan Request* 801_F4.
 2. The borrower must sign a document of responsibility which clearly indicates the replacement value of the borrowed material and the per day late fine.
 3. In the event of loss or damage, the librarian will assess the replacement costs issued by the loaning library against the inmate's or CCAP probationer's/parolee's account in accordance with Operating Procedure 802.2, *Inmate and CCAP Probationer/Parolee Finances*.
 - a. The librarian may suspend an inmate's or CCAP probationer's/parolee's library and inter-library loan privileges until the debt is paid.
 - b. Employees must pay the replacement costs directly to the loaning library.
 4. If the librarian cannot recover the debt from a borrower, the library is responsible for payment. The librarian should contact the facility Business Office to obtain the funds for repayment.
- K. The librarian should maintain a program to identify and remove library materials based on the material's condition, the age of its content, the frequency of use, and the materials place in the collection's overall balance. This process is called "weeding."
1. Materials to be weeded include:
 - a. Materials that contain useful data but are in irreparable condition.
 - b. Materials that are in good condition but are a duplicate copy.
 - c. Materials that are determined to be useless as a part of the library collection.
 2. The librarian must ensure that weeded titles are deleted from the library's automated catalog system.
 - a. If the catalog is kept manually, the librarian must note the weeded titles in the library's inventory record, with a narrow line drawn through the title and the word "**Weeded**" or the letter "**W**" written next to the title along with the date of removal.
 - b. When the librarian does not keep inventory records, then the librarian must prepare a dated title/author list under the banner "Weeded Materials."
 - c. Titles given to another facility library are noted with the name of the receiving facility.
 3. All weeded materials are to be marked "**DISCARD**" in a prominent fashion.
 - a. Books are marked across the head unless they are selected for another facility library.
 - b. Weeded materials selected for another facility library are to be marked "**DISCARD**" across all property markings. The librarian will not mark the book's head unless there is a property mark
- L. The librarian must dispose of all materials removed from the facility in accordance with Operating

Procedure 260.2, *Surplus Property*.

1. Whenever possible, the librarian should transfer usable materials to another facility's library.
2. If the materials are not suitable for recycling, the librarian may send these materials to a landfill ensuring that neither employees, inmates, nor CCAP probationers/parolees can recover the items from the trash.
 - a. The librarian must note the date, types and quantities of materials, the method of destruction and the name(s) of the employees participating in the destruction.
 - b. The librarian must document all destroyed weeded materials in a record labeled "**LIBRARY MATERIAL DESTRUCTION**" maintained in the library filing system.

VI. Indigent Services

A. The Facility Unit Head or designee must include information on how to apply for and receive indigent services in the institution's *Orientation Manual or Packet* or other written materials at CCAP facilities.

1. When entering a Reception Center or CCAP facility, inmates and CCAP probationers/parolees without funds and hygiene items will qualify as indigent. (5-ACI-5D-14; 4-ACRS-7D-31)
 - a. Inmates and CCAP Probationers can access indigent services by submitting a *Request for Indigent Services* to receive the following as listed on Attachment 1, *Request for Indigent Services-Sample*.
 - i. Essential Hygiene items to include:
 - (a) Bar Soap
 - (b) Denture Adhesive
 - (c) Denture Cleaner
 - (d) Deodorant
 - (e) Shampoo
 - (f) Toothpaste or
 - (g) Toothbrush
 - (h) Comb
 - (i) Disposable Razor, except in Restorative Housing Units, see Attachment 3, *Authorized Security Razor* to Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*
 - ii. Correspondence package that includes paper, pen, envelopes.
 - iii. Legal package that includes paper, pen, manila envelope.
 - iv. Free letter postage; see Operating Procedure 803.1, *Inmate and CCAP Probationer/Parolee Correspondence*.
 - b. The Facility Unit Head or designee has the authority to modify the *Request for Indigent Services-Sample* to meet facility needs.
 - i. The Facility Unit Head will establish appropriate items and quantities of consumable items for distribution based on the facility population and security level, when applicable.
 - ii. Non-consumable items, such as toothbrushes and combs, are to be exchanged when the item is worn out or damaged.

B. CCAP probationers/parolees without sufficient funds to start work may request a loan against their Trust Account; see Operating Procedure 802.2, *Inmate and CCAP Probationer/Parolee Finances*.

VII. Facility Request alleging Sexual Abuse and Sexual Harassment

A. The *Facility Request 801_F3* is one internal way for inmates and CCAP probationers/parolees to privately report sexual abuse and sexual harassment, retaliation by other inmates, CCAP probationers/parolees or employees for reporting sexual abuse and sexual harassment, and employee neglect or violation of responsibilities that may have contributed to such incidents. (§115.51[a], §115.251[a])

B. Employees must accept all Prison Rape Elimination Act (PREA) related reports submitted by an inmate



or CCAP probationer/parolee on a *Facility Request*. (§115.51[c], §115.251[c])

1. Employees must immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment to the Facility Unit Head and facility PREA Compliance Manager.
 2. When applicable, employees must submit an *Internal Incident Report* checked PREA in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.
- C. Employees must not reveal any information related to a sexual abuse report to anyone other than to the extent necessary, as specified in operating procedures, to make treatment, investigation, and other security and management decisions. (§115.61[b], §115.261[b])

REFERENCES

28 CFR Part 115, *Prison Rape Elimination Act National Standards*

34 U.S.C. Chapter 303, *Prison Rape Elimination*

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 220.1, *Gifts and Donations*

Operating Procedure 260.2, *Surplus Property*

Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*

Operating Procedure 801.4, *Privileges by Security Level*

Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*

Operating Procedure 802.2, *Inmate and CCAP Probationer/Parolee Finances*

Operating Procedure 803.1, *Inmate and CCAP Probationer/Parolee Correspondence*

Operating Procedure 803.2, *Publications, Commercially Distributed Photographs, and Media Files*

Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*

Operating Procedure 841.6, *Recreation Programs*

Operating Procedure 864.1, *Inmate and CCAP Probationer/Parolee Grooming and Hygiene*

Operating Procedure 940.4, *Community Corrections Alternative Program*

ATTACHMENTS

Attachment 1, *Request for Indigent Services-Sample*

FORM CITATIONS

Facility Request 801_F3

Interlibrary Loan Request 801_F4

Commissary Special Order 801_F6

